



EMBASSY OF THE UNITED STATES OF AMERICA, DUSHANBE, TAJIKISTAN

DEMOCRACY COMMISSION SMALL GRANTS PROGRAM

The Democracy Commission Small Grants Program was initiated in 1994 as a flexible mechanism to enable embassies to support local democratic initiatives in the countries of Eastern Europe and NIS. The purpose of the program is to award small grants for specific projects that support the development of democratic institutions in Tajikistan. Primarily, grants are awarded to non-governmental, non-profit organizations (NGOs). The amount of a grant must be around \$8,000 dollars but Commission will give priority to the applications that offer the implementation of the similar project with lower budget. To be eligible for consideration, every applicant must be engaged in, or propose to carry out, a project whose purpose is to further the development of democratic institutions in Tajikistan. The Democracy Commission Small Grants Program has existed in Tajikistan since 2001.

The U.S. Embassy in Dushanbe accepts proposals for consideration of the Democracy Commission Small Grants program on a rolling basis for the following themes:

- **Building democratic institutions**
- **Fostering a strong and independent media**
- **Support of civic education**
- **Respect for the rule of law**
- **Democracy in Local Governance**
- **Human rights**
- **Trafficking in Persons**
- **Women's political rights**
- **Support for market reforms**

Projects NOT funded by the U.S. Embassy Democracy Commission include those requested by non-Tajikistani organizations and individuals, those relating to partisan political activity, charitable activity and humanitarian aid, fund-raising campaigns, commercial projects and those that duplicate existing projects.

Proposals will be evaluated according to the topics of the project, clearly formulated goals and target groups, and the ability of the applying organization to carry out the project aims.

The applications should be submitted to:
United States Embassy, Public Affairs Section
109 A Ismoili Somoni Avenue
Dushanbe, Tajikistan
Tel: (992 37) 229 20 00, fax: (992 37) 229 20 50

If you have additional questions or need to make an appointment for consultation on the Democracy Commission Small Grants Program please contact Abdumalik Kadirov or Nigina Alieva at the Public Affairs Section of the U.S. Embassy at the number above or through e-mails KadirovAK@state.gov and AlievaNS@state.gov.

Embassy of the United States of America,
Dushanbe, Tajikistan

**THE DEMOCRACY COMMISSION SMALL GRANTS PROGRAM
(APPLICATION FORM)**

U.S. Public Diplomacy Section accepts applications/or the Democracy Commission grants at any time. Grant proposals should include all of the information listed below. Proposals will not be considered until all of this information is received, according to the format provided below. Proposals should be completed in English, or be accompanied by an English translation. Supporting documents may be in Tajik or Russian.

A. Information on the Organization Requesting the Grant

1. Project title
2. Organization name
3. Address, telephone number, fax number and e-mail address of organization
4. Juridical status, date of registration, and a copy of certification of registration
5. Resumes of project managers and organization's principal(s)
6. Project duration
7. Amount requested
8. Brief history of organization:
 - When the organization was founded;
 - What are the principal activities;
 - How the organization is funded;

B. Project Description and Justification

1. Problem Statement
2. Goal Statement
3. Objectives
4. Work Plan (please describe steps you are planning to take to achieve project goals):
 - Actions;
 - Timeframe;
 - Who is responsible;
5. Project Evaluation: *importance of the project (you may attach support letters), why it should be funded, what difference it will make for Tajikistan, what are expected long-term effects of the project?*

6. Project sustainability: *how the organization is planning to continue the project after the completion of the grant support?*

C. Budget

The budget narrative should follow the actual budget presentation and describe in some detail the costs presented in the budget. If the proposal seeks funding to purchase a service or equipment that costs more than 2,500 USD per unit, the application must include three pro-forma estimates from the service or equipment vendor. The use of miscellaneous expenditure as a budget item is unacceptable. Cocktail parties, receptions and entertainment are not allowable expenses. Meals for the conference must be justified and not more than one meal a day is allowable. The total amount allocated for meals should not exceed 10% of the total requested sum. Although generally not allowed, requests for salaries or honorarium must be justified in the context of the goals of grant request. Staff salary should not exceed \$40 per person per month. Although the Democracy Commission grant amount generally varies from USD 7,000 - 8,000, the applicants may submit projects with higher budgets as well. The Commission prefers the projects that implement the similar activity with the lower budget.

Please provide budget information in Excel according to the following format:

No	Position	Unit cost	Number of units	Duration	NGO contribution	Other donors contribution	Amount requested	Position total

- D. **Identify other funding organizations you have applied to or will apply to regarding this project.**
- E. **Does your organization have previous experience managing grant funds? If yes, please elaborate.**
- F. **What impact will this project make on achievement of the long term goals of your organization?**

Proposed projects which meet the basic criteria outlined above will be considered at a meeting of the Democracy Commission (usually held every six weeks). If your preliminary application meets the criteria of the Democracy Commission and is under further consideration, you will be invited for an interview and may be asked to submit additional information. If you receive funding from the Democracy Commission, you will be required to submit detailed program and financial reports upon the project completion.

Thank you for your participation.